Initial Processing – Case Creation: Appeals

FDPS4.0

Agenda

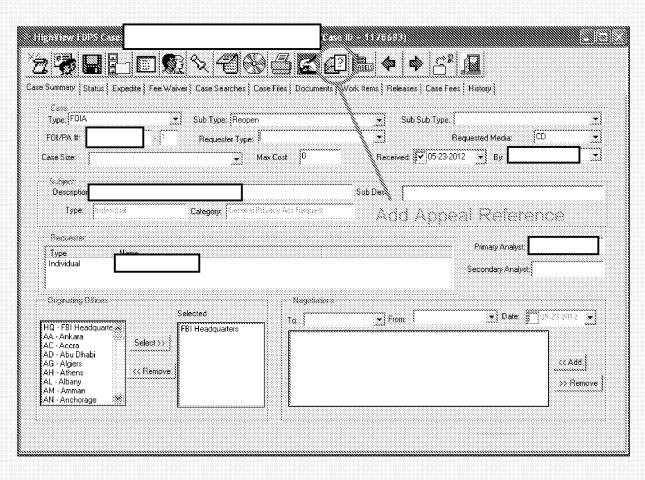
Topics Covered for Appeals

Initial Process: Appeal References and Appeals

- Appeal Reference indicator that is inextricably linked to the pertinent FOIPA case.
- Appeal a FOIPA case that has been reopened in response to an OIP remand.

Initial Process: Creating an Appeal Reference

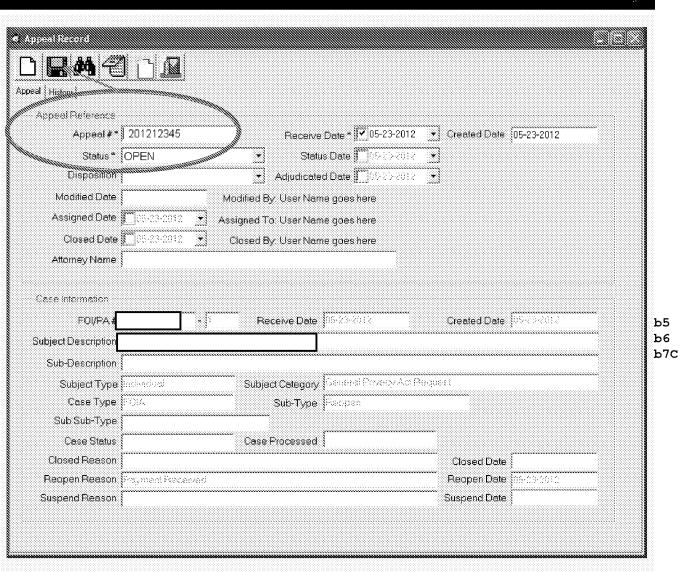
- Access FOIPA case through Retrieval Search
- Click on ADD
 APPEAL
 REFERENCE icon



Initial Process: Creating an Appeal Reference

- Enter APPEAL

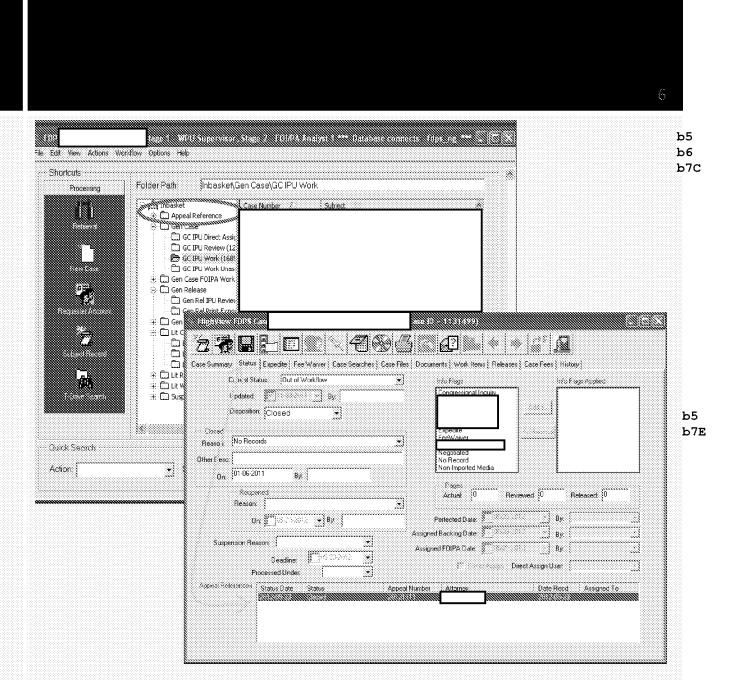
 NUMBER (this is found in OIP's appeal letter).
- Enter Status, which will most likely be "OPEN" at the initial entry stage.
- 5 Click SAVE and exit out the GREEN DOOR.



 \mathcal{E}_{i}

Initial Process: Appeal Reference

- The appeal reference can be accessed and modified from either the **STATUS** tab of a request or from the **APPEAL REFERENCE** folder.
- The **STATUS** tab of a FOIPA case will also indicate that there is an appeal pending for the case.
- o If you have the **APPEAL REFERENCE** folder, you will be able to see the appeal reference from the folder.



Initial Process: Closing an Appeal Reference

- At the time OIP has resolved the appeal, the appeal reference will be closed in the system.
- Depending on the decision that is made by OIP will determine if an Appeal is opened subsequent to the Appeal Reference.

Initial Process: Closing an Appeal Reference

Access the Appeal

from the bottom

window.

b7C

Reference from the **STATUS** Tab of the Status Expedite Fee Waiver Case Searches Case Files Documents Work Items Releases Case Fees History FOIPA case and Curent Status: Out of Workflow Info Flag: Applied double click the Appeal Reference

HighView FDP's Case

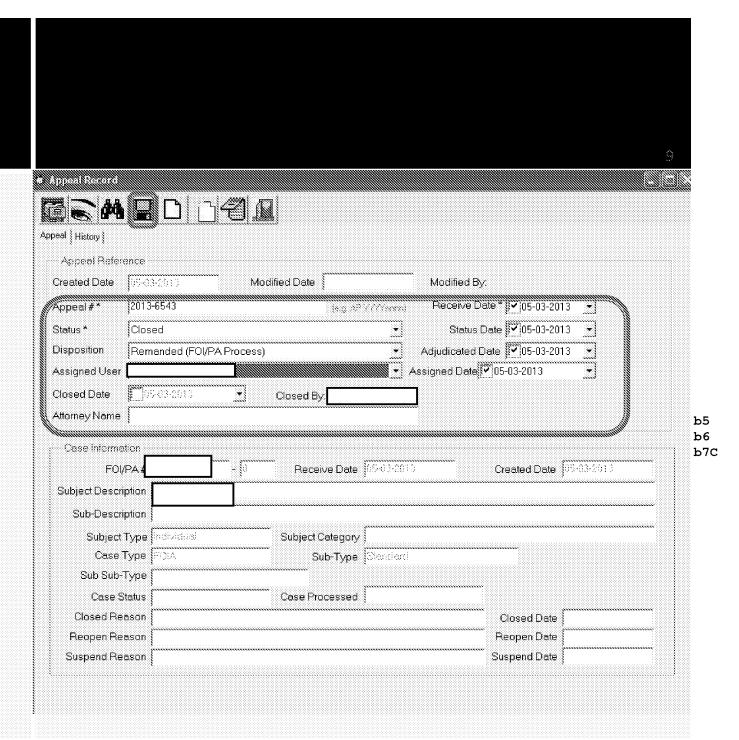
b5 b7E

Cinted Reason:	No Records		Expedite FeeWaiver			
Other (Fesc On:	01-06-2011 By:		" Negotiated No Record Non-Imported	Media		
	Respected		Fages Actual 0	Reviewed 0	Released:	0
	On: ∭ 35.23.23.2 → By		Perfected Date	eec.	By:	
Suspension Reason.			Assigned Backlog Date Assigned FOIPA Date:	35555cccccccccccccccccccccccc	By:	
	Deadline 3 15 15 23 2 Processed Under	G12 ¥		SDirect Assign		
Appeal Rel	Status Date Status	App	peal Number <u>Attorney</u>	Da	te Read Assig	ned To

Case ID = 1111499)

Initial Process: Closing an Appeal Reference

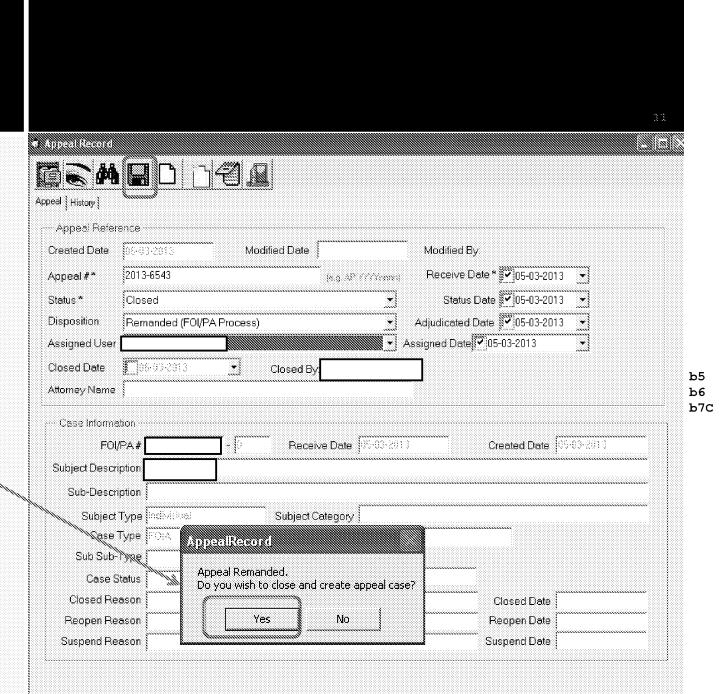
- Change status to CLOSED
- Select DISPOSITION (Affirmed, Remand, Administrative, DRC Review, etc.); ASSIGNED USER and ADJUDICATION DATE
- Enter name of OIP Attorney
- Click SAVE and exit out the GREEN DOOR



Initial Process: Creating a Remanded Appeal

- For closings that do not require further action (affirm, administrative, etc.), the appeal reference will now be closed and disappear from the Appeal Reference folder.
- For Remand or DRC review closings, an "Appeal" must be opened.

Click YES



Initial Process: Creating a Remanded Appeal

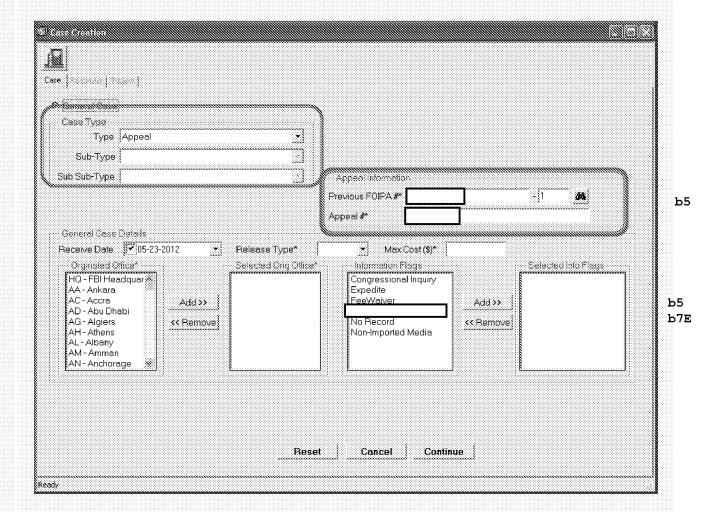
3.0

- Clicking YES

 automatically

 transports you to

 CASE CREATION
- Important fields will auto-populate!
 Ensure that Case
 Type shows
 APPEAL, Sub-Type
 is filled out, and that the APPEAL
 INFORMATION box has correctly populated.

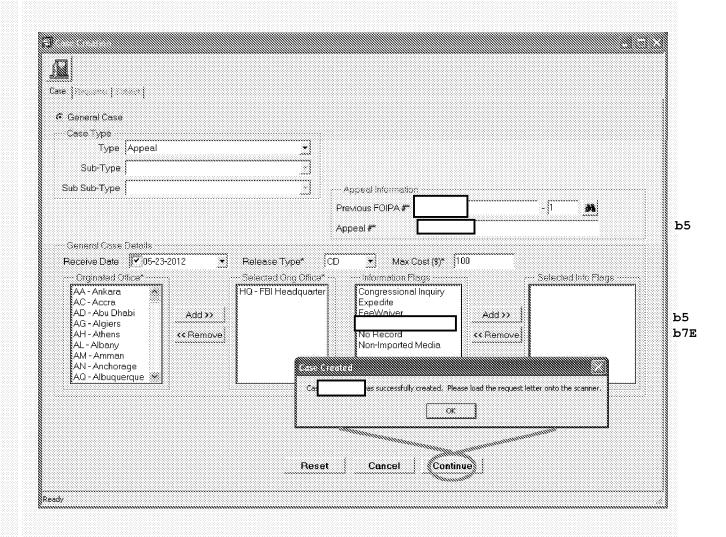


Initial Process: Creating a Remanded Appeal

Senter all required General Case Details; Sub-Type; Originating Office; Release Type; Max Cost (If applicablealso enter any Information Flags)

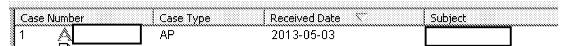
6. Click CONTINUE

- You will be notified that the appeal has been created. This means the FOIPA case is re-opened.
- 8. Click **OK** and scan in OIP adjudication letter.



Initial Processing - Appeals

- Newly-opened appeals do not receive a new extension (i.e. they do not become -oo1, etc.).
- Newly-opened appeals go to the "GC IPU Work" queue and will have an front of the case number



Appeals are extremely important. The new system streamlines processing and minimizes the possibility of errors.